Test Team

NEW LOOK

03042014

Generating Reports

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Generating Reports

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Introduction

Jira provides reports that show statistics for particular people, projects, versions, or other fields within issues.

This document will explain how to generate reports within Jira.

Accessing Reports

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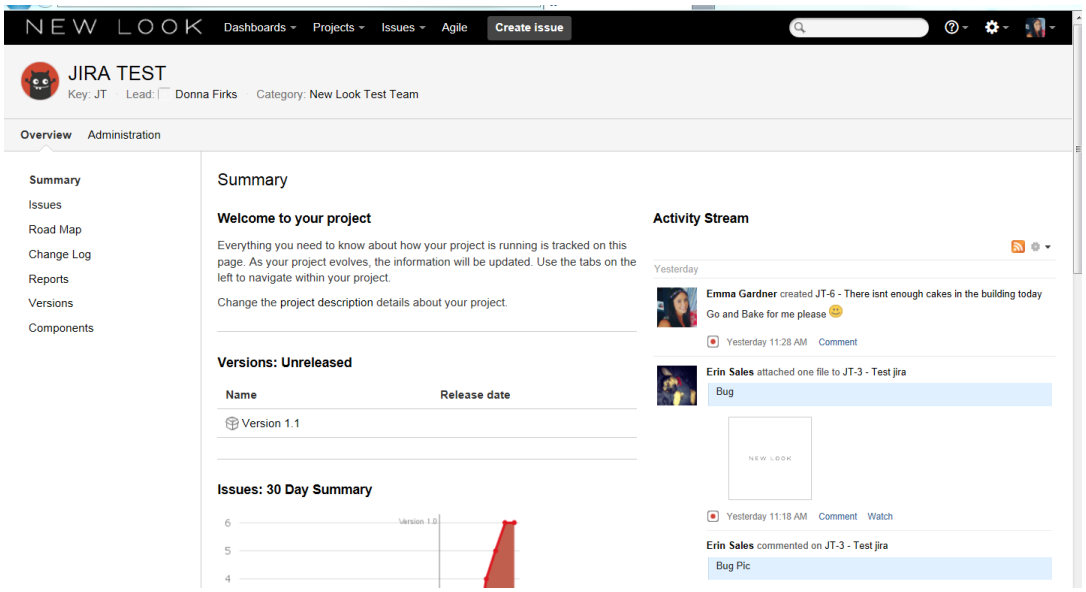
1 Log into your JIRA account and select the project you are currently working on.



2. Select **Reports** from the **Overview** menu on the left hand side.

3. A list of Reports available will appear.

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Reports

Average Age Report
A report showing the average age of unresolved issues for a project or filter.

Created vs Resolved Issues Report
A report showing issues created vs issues resolved.

Pie Chart Report
A report showing the issues for a project or filter as a pie chart.

Recently Created Issues Report
A report showing the number of issues recently created.

Resolution Time Report
A report showing the length of time taken to resolve issues for a project or filter.

Single Level Group By Report
This report allows you to display issues grouped by a certain field

Time Since Issues Report
A report showing time since a chosen field for each issue for a project or saved filter.

Time Tracking Report
This report shows the time tracking details for a specific project.

User Workload Report
This report shows the details of a user's current workload, showing the number of unresolved issues assigned and workload remaining on a per project basis.

Version Workload Report
This report shows the details of the current workload for the specified version - showing the number of unresolved issues assigned to each user and workload remaining.

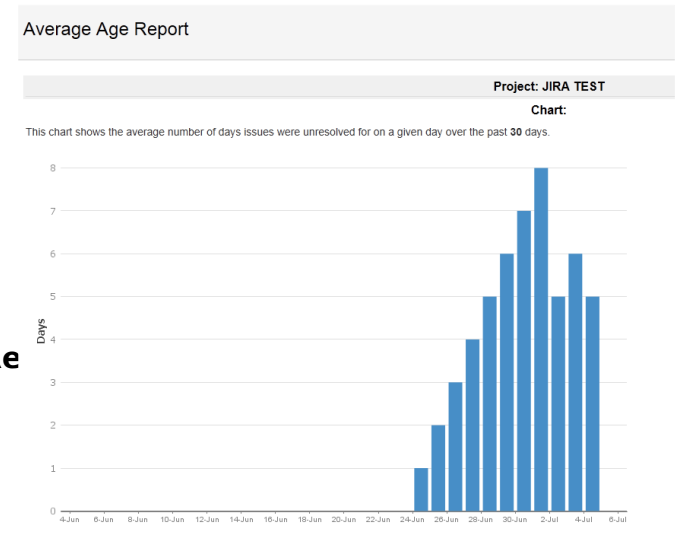
Workload Pie Chart Report
A report showing the issues for a project or filter as a pie chart.

4. Click on the Report you require – Further details on each one are below.

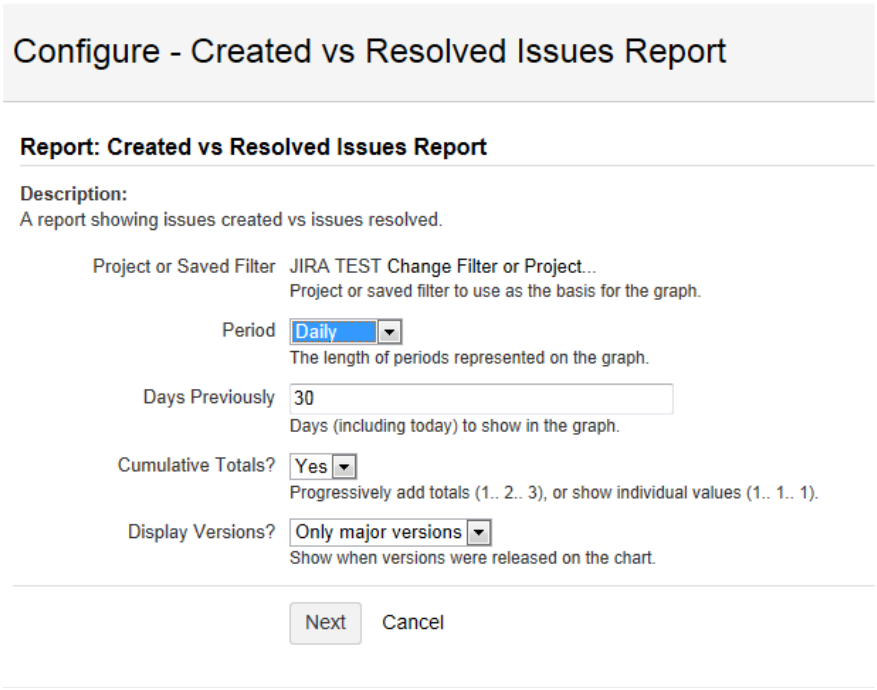
Average Ave Report

- Choose the desired filter/project
- In the Period field, select the timeframe on which the report will be based.
- In the Day Previously field, enter the number of days' worth of data (counting backwards from today) to be included in the report.
- Example:

Generating Re



Created vs Resolved Issues Report


Configure - Created vs Resolved Issues Report
Report: Created vs Resolved Issues Report
Description:
A report showing issues created vs issues resolved.
Project or Saved Filter
JIRA TEST Change Filter or Project...
Project or saved filter to use as the basis for the graph.
Period
Daily
The length of periods represented on the graph.
Days Previously
30
Days (including today) to show in the graph.
Cumulative Totals?
Yes
Progressively add totals (1.. 2.. 3), or show individual values (1.. 1.. 1).
Display Versions?
Only major versions
Show when versions were released on the chart.
Next
Cancel

- Choose the desired project/filter
- In the **Period** field, select the timeframe on which the report will be based.
- In the **Days Previously** field, enter the number of days' worth of data (counting backwards from today) to be included in the report.
- In the **Cumulative Totals** field, choose either:
  - **Yes** to progressively add data to the proceeding column; or
  - **No** to show just a single value in each column.
- In the **Display the trend of Unreserved** field, choose either:
  - **Yes** to show the number of unresolved issues over time in a subplot; or
  - **No** otherwise.
- In the **Display Versions** field, choose either:
  - **All Versions** to show version release dates on the chart, for all released versions; or
  - **Only major versions** to show version release dates on the chart, for released versions that are named 'x.x' only; or
  - **None** to show version release dates on the chart.
- Example

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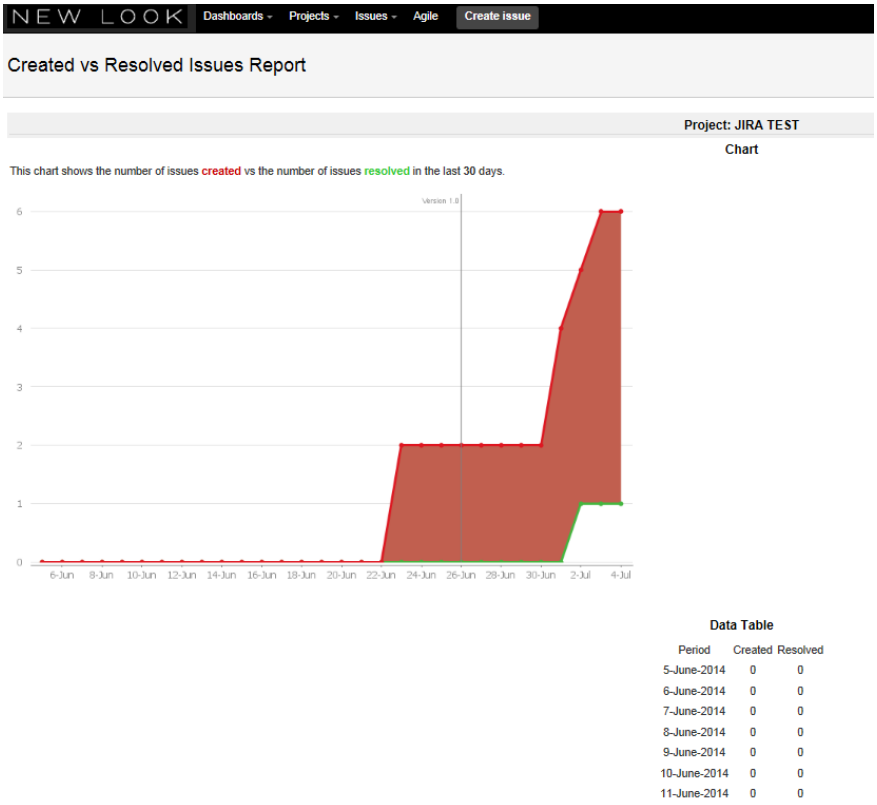
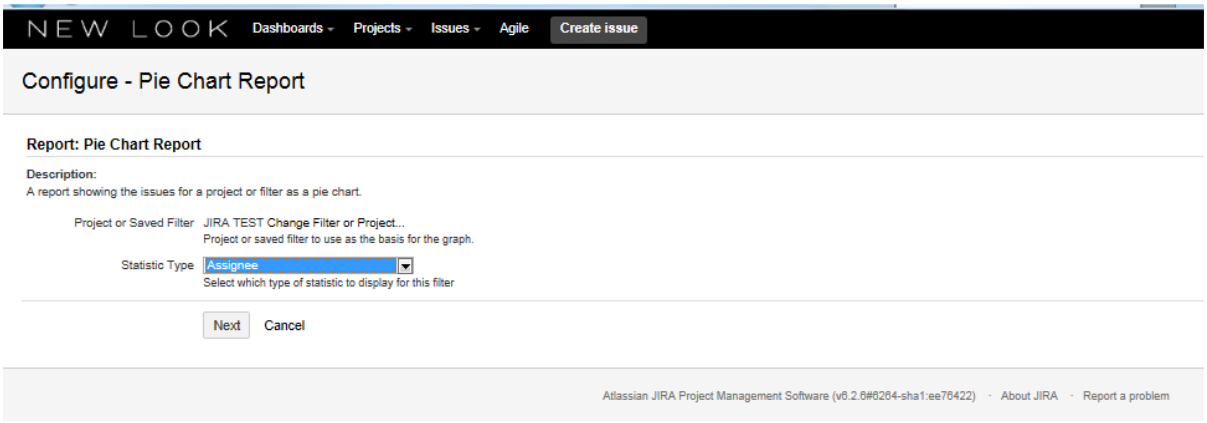


Pie Chart Report


NEW LOOK
Dashboards
Projects
Issues
Agile
Create issue
Configure - Pie Chart Report
Report: Pie Chart Report
Description:
A report showing the issues for a project or filter as a pie chart.
Project or Saved Filter
JIRA TEST Change Filter or Project...
Project or saved filter to use as the basis for the graph.
Statistic Type
Assignee
Select which type of statistic to display for this filter
Next
Cancel
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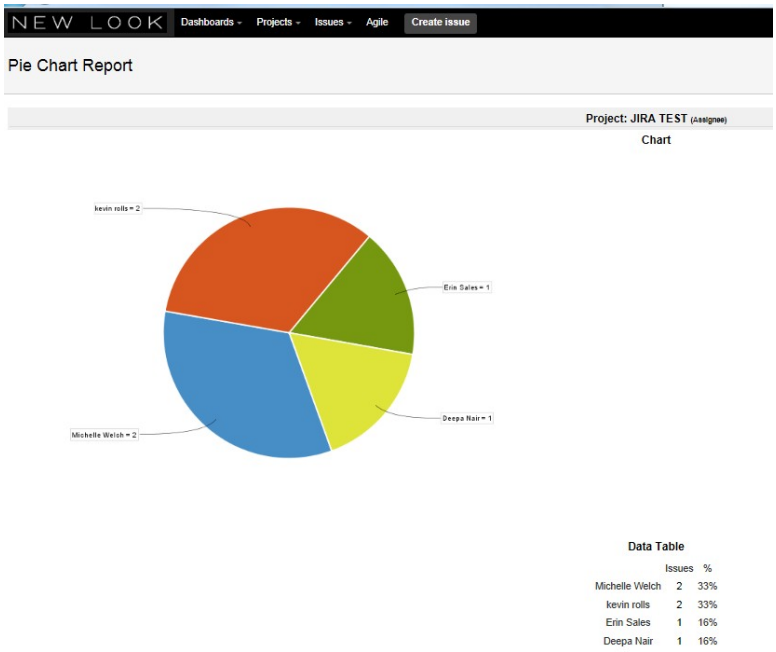
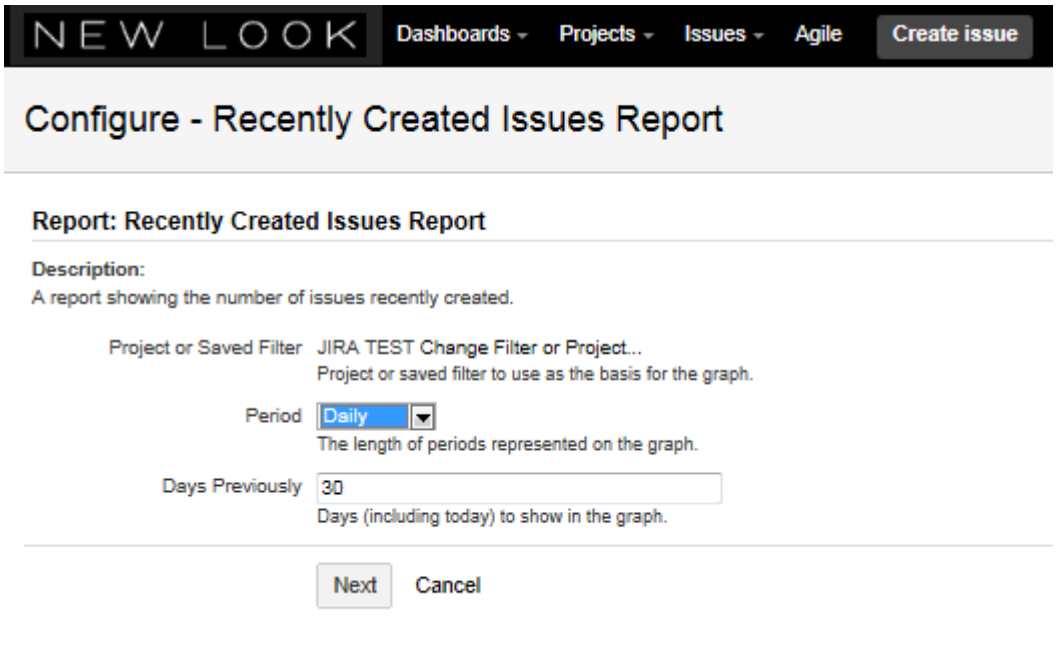
Choose the desired filter/project

- In the **Statistic Type** field, select the field which the pie chart will be based. (Note that you can choose only fields which have finite values).

Generating Reports

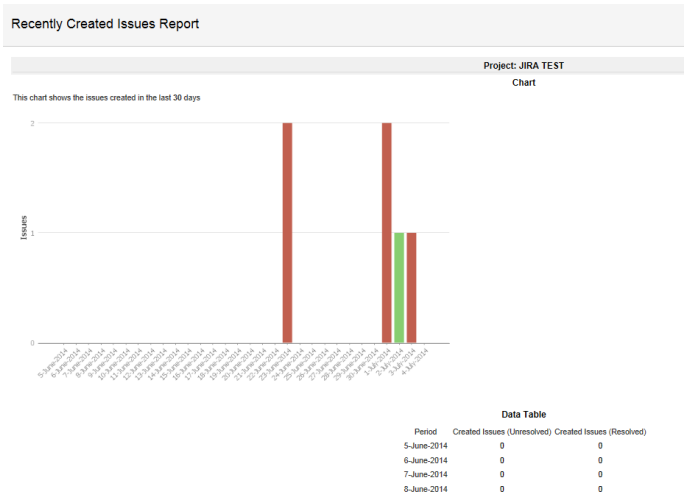


Recently Created Issue Report



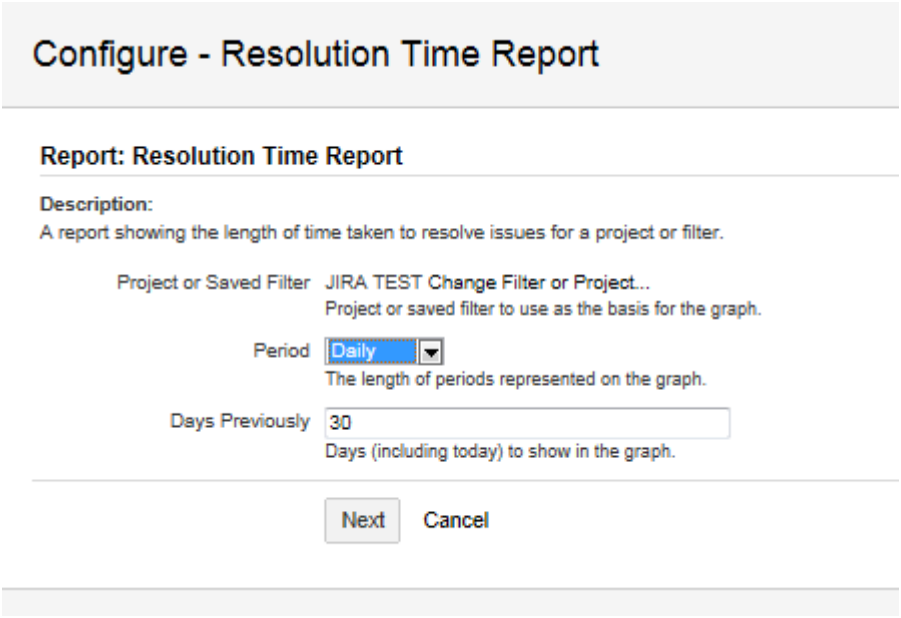
- Choose the desired filter/project.
- In the **Period** field, select the timeframe on which the report will be based:
- In the **Days Previously** field, enter the number of days of data (counting backwards from today) to be included in the report.

Generating Reports



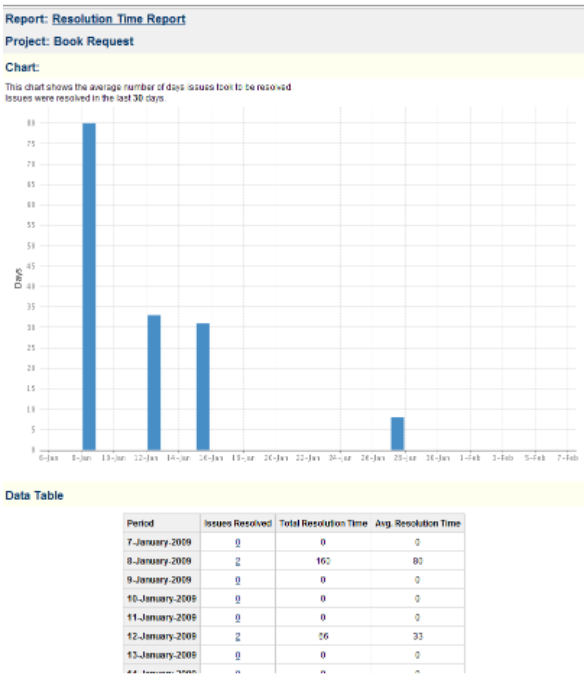
The green portion of the bar shows the created issues which are resolved. The red portion shows created but as yet unresolved issues. The red portion shows created but as yet resolved issues.

Resolution Time Report

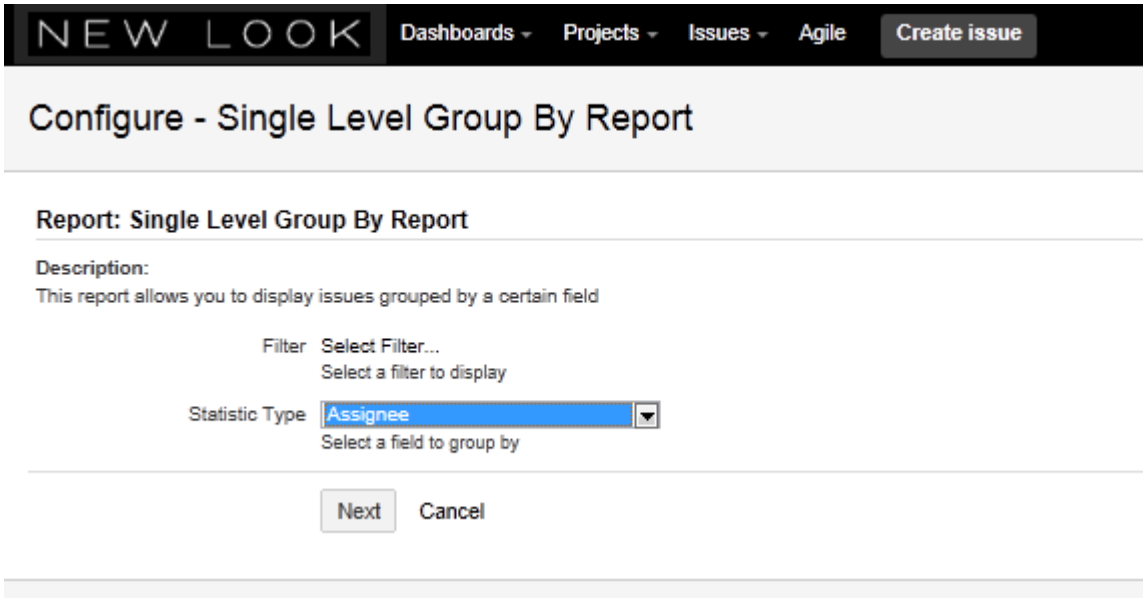

Configure - Resolution Time Report
Report: Resolution Time Report
Description:
A report showing the length of time taken to resolve issues for a project or filter.
Project or Saved Filter
JIRA TEST Change Filter or Project...
Project or saved filter to use as the basis for the graph.
Period
Daily
The length of periods represented on the graph.
Days Previously
30
Days (including today) to show in the graph.
Next
Cancel

- Choose the desired filter/project.
- In the **Period field,** choose the timeframe on which the report will be based.
- In the **Days Previously** field, enter the number of days of data (counting backwards from today) to be included in the report.
- Example

Generating Reports



Single Level Group By Report



- Select the desired issue filter.

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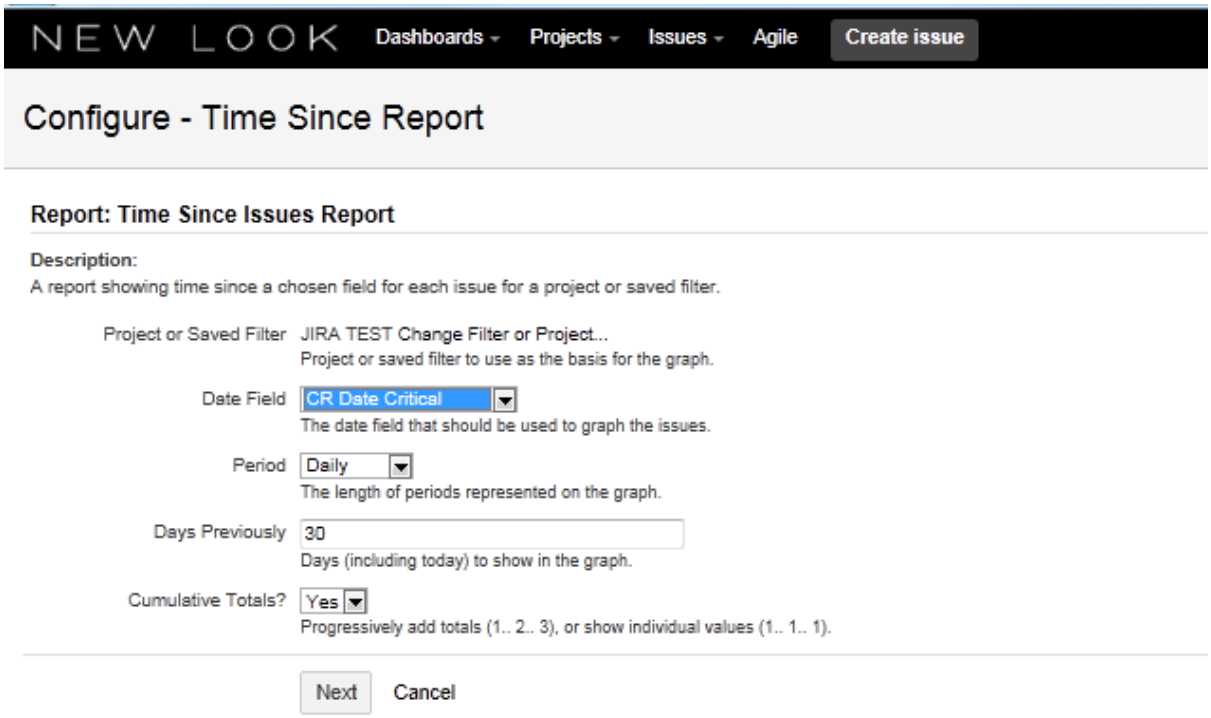
- In the **Statistic Type** field by which the report will group the issues returned from you chosen issue filter.

Single Level Group By Report
Configure
Filter: All Open Issues
Emma Armitage
Progress:
1 of 1 issues have been resolved
DVNLT-158 FIXED Responding to emails outside of Buzz
RESOLVED
Atlassian JIRA Project Management Software (v6.2.6#6264-sha1:ee76422) · About JIRA · Report a problem

Time Since Issues Report


NEW LOOK
Dashboards
Projects
Issues
Agile
Create issue
Configure - Time Since Report
Report: Time Since Issues Report
Description:
A report showing time since a chosen field for each issue for a project or saved filter.
Project or Saved Filter
JIRA TEST Change Filter or Project...
Project or saved filter to use as the basis for the graph.
Date Field
CR Date Critical
The date field that should be used to graph the issues.
Period
Daily
The length of periods represented on the graph.
Days Previously
30
Days (including today) to show in the graph.
Cumulative Totals?
Yes
Progressively add totals (1.. 2.. 3), or show individual values (1.. 1.. 1).
Next
Cancel

- Choose the desired project/filter.
- In the **Date Field** field, select the desired date. Note, only available if time tracking has been enabled by your JIRA administrator.
- In the **Period** field, select the timeframe on which the report will be based.
- In the **Days Previously** field, enter the number of days of data (counting backwards from today) to be included in the report.
- In the **Cumulative Totals** field, choose either:
    - **Yes** to progressively add data to the preceding column; or
    - **No** to show just a single value in each column.

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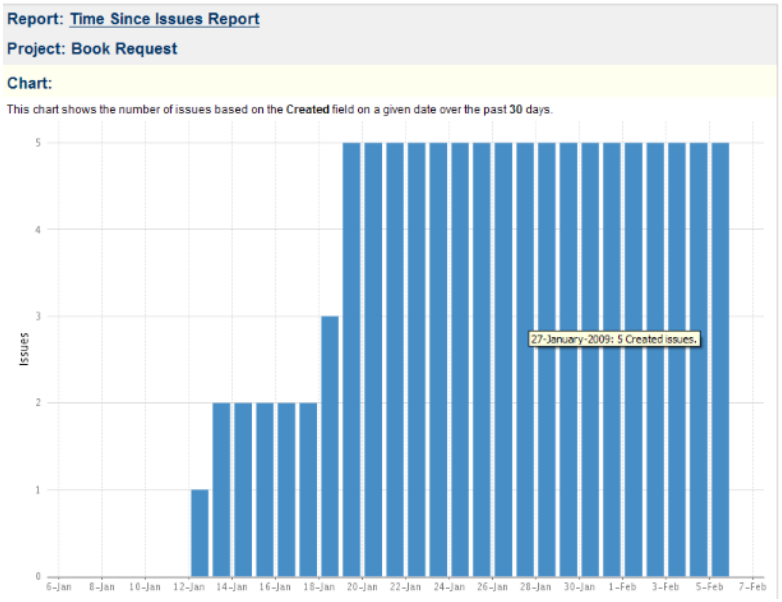
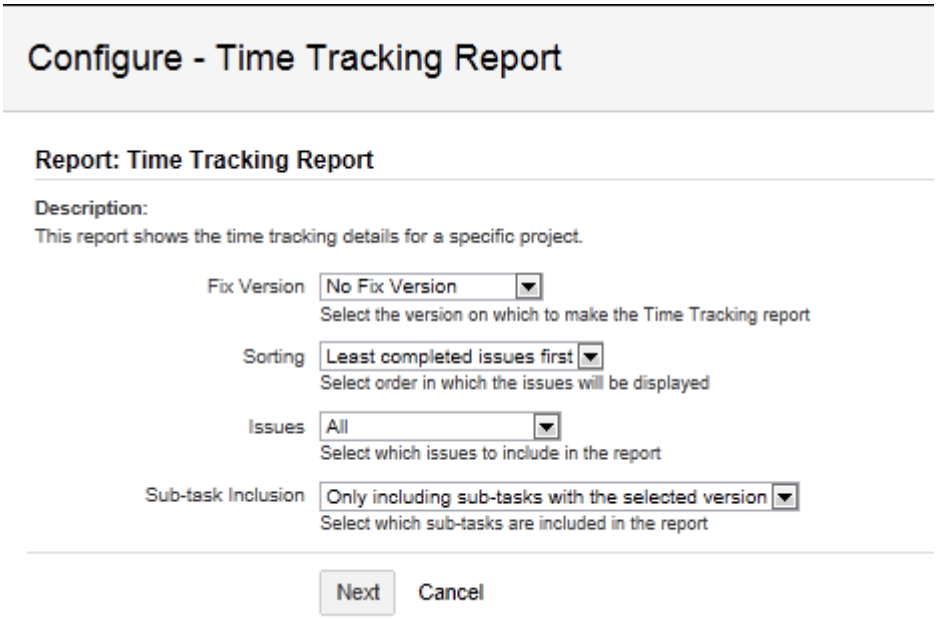


Time Tracking Report


Configure - Time Tracking Report
Report: Time Tracking Report
Description:
This report shows the time tracking details for a specific project.
Fix Version
No Fix Version
Select the version on which to make the Time Tracking report
Sorting
Least completed issues first
Select order in which the issues will be displayed
Issues
All
Select which issues to include in the report
Sub-task Inclusion
Only including sub-tasks with the selected version
Select which sub-tasks are included in the report
Next
Cancel

- In the **Version** drop-down list, select the version on which you wish to report. The report will include all issues that belong to this version, that is, all issues whose '**Fix Version'** is this version.
- In the **Sorting** drop-down list, choose how the issues in the report will be sorted:
    - Select **Least completed issues first** to show issues with the highest **Estimated Time Remaining first**; or
    - Select **Most completed issues first** to show issues with the lowest **Estimated Time Remaining first.**
- In the **Issues** drop-down list, choose which issues will be included in the report:
    - Select **All** to include all issues assigned to this version; or

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- Select **Incomplete Issues only** to exclude issues which are either completed (i.e have an **Estimated Time Remaining** of Zero) or are not time-tracked (i.e do not have an **Original Estimate**). Note that issue status does not affect which issues are displayed.

- In the **Sub-task Inclusion** drop-down list (note: this will only appear if sub-tasks are enabled),choose which sub-tasks will be included in the report, for all parent issues that belong to this version:
  - Select **Only include sub-tasks with the selected version** to only include an issue's sub-tasks if the sub-tasks belong to the same version as the issue; or
  - Select **Also include sub-tasks without a version set** to include an issue's sub-tasks if the sub-tasks belong to either the same version as the issue or to no version; or
  - Select **Include all sub-tasks** to include all of an issue's sub-tasks, regardless of whether the sub-tasks belong to the same version, some other version or no version. Note: sub-tasks which belong to this version, but whose parent issues do not belong to this version, will always be included in the report.

Screenshot: 'Time Tracking' report

Report: Time Tracking Report

Description:
This report shows the time tracking details for a specific project.

Excel View

Time Tracking Report for Test (Version 1)

Progress: 47%
Accuracy: 8%

2w 1d completed from current total estimate of **4w 3d**
Issues in this version are ahead of the original estimate of **5w** by **2 days**.

Key	Summary	Original Estimate	Est. Time Remaining	Time Spent	Accuracy
TST-1	Test Issue 1	1w	1w	-	on track
TST-3	Test Issue 3	1w	3d	2d	on track
TST-4	Test Issue 4	1w	2d	3d	on track
TST-5	Test Issue 5	1w	1d	1w	-1d
TST-2	Test Issue 2	1w	1d	1d	3d
	Total	**5w**	**2w 2d**	**2w 1d**	**2d**

Or, if sub-tasks are enabled, the report will look something like this:

Report: Time Tracking Report

Description:
This report shows the time tracking details for a specific project.

Excel View

Time Tracking Report for Dove

Only including sub-tasks with the selected version

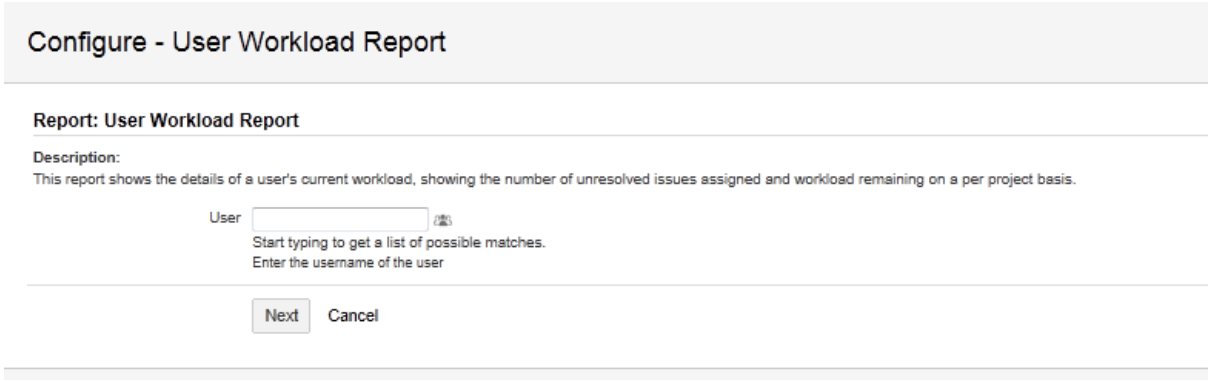
Progress: 54%
Accuracy: 0%

2w 2d completed from current total estimate of **4w 2d**
Issues in this version are on schedule with original estimate of 4w 2d.

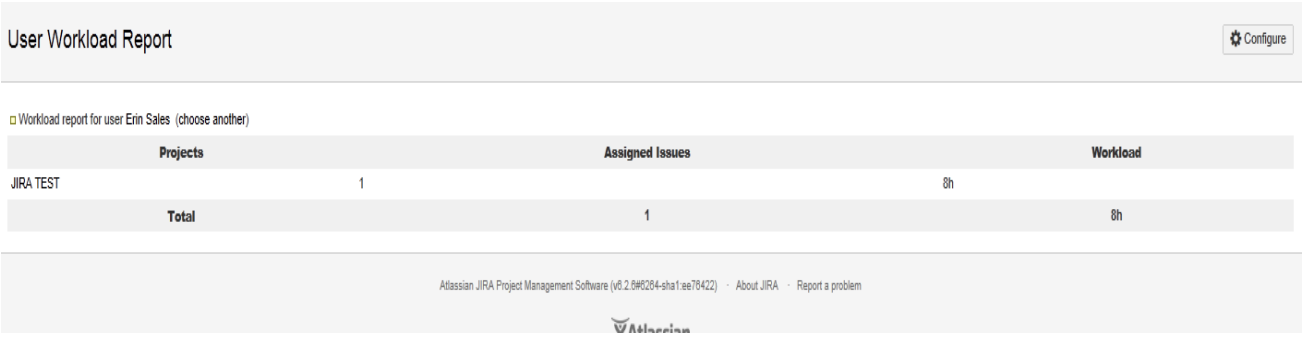
Key	Summary	Original Estimate	Σ	Est. Time Remaining	Σ	Time Spent	Σ	Accuracy	Σ
DOVE-1	Win 'homing dove' contest	-	4w 2d	-	2w	-	2w 2d	-	on track
DOVE-6	Spend prize money	-	-	-	-	-	-	-	-
DOVE-5	Win	-	-	-	-	-	-	-	-
DOVE-3	Teach dove to fly	4w	-	2w	-	2w	-	on track	-
DOVE-4	Enter competition	1d	-	0m	-	1d	-	on track	-
DOVE-2	Buy a dove	1d	-	0m	-	1d	-	on track	-
	Total		**4w 2d**		**2w**		**2w 2d**		**on track**

Generating Reports

User Workload Report

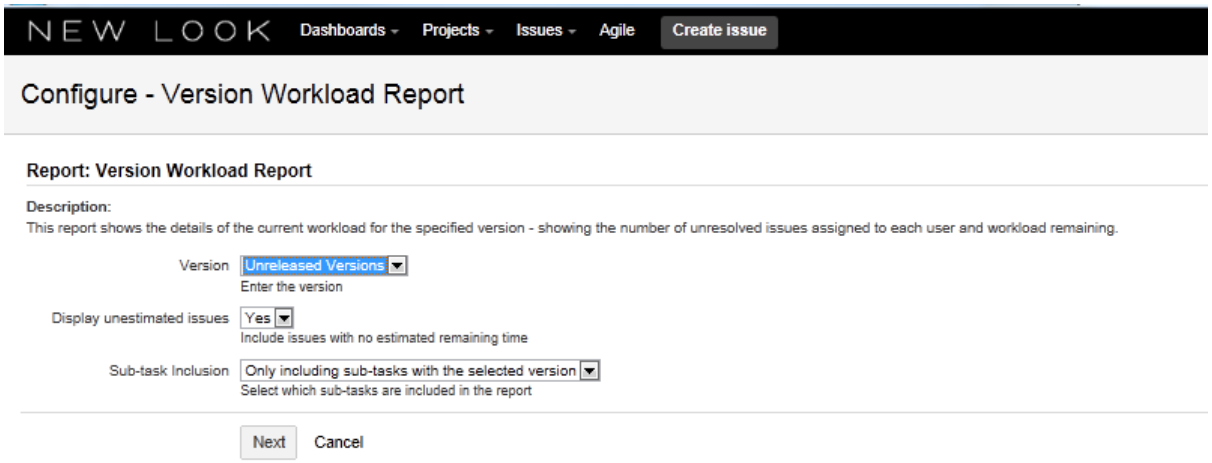

Configure - User Workload Report
Report: User Workload Report
Description:
This report shows the details of a user's current workload, showing the number of unresolved issues assigned and workload remaining on a per project basis.
User
Start typing to get a list of possible matches.
Enter the username of the user
Next
Cancel

- Select or type the name of the user for whom you wish to generate a User Workload report.
- If the **Sub Task Inclusion** drop down list appears, select which sub-task will be included in the report.
    - Select **Only including sub-tasks assigned to the selected user** to only include an issue's sub tasks if the sub-tasks are assigned to the select user; or
    - Select **Also including unassigned sub-tasks** to include an issue's sub-tasks regardless of whether the sub-task are assigned to the selected user or not.
- Click **Next** to generate the report.



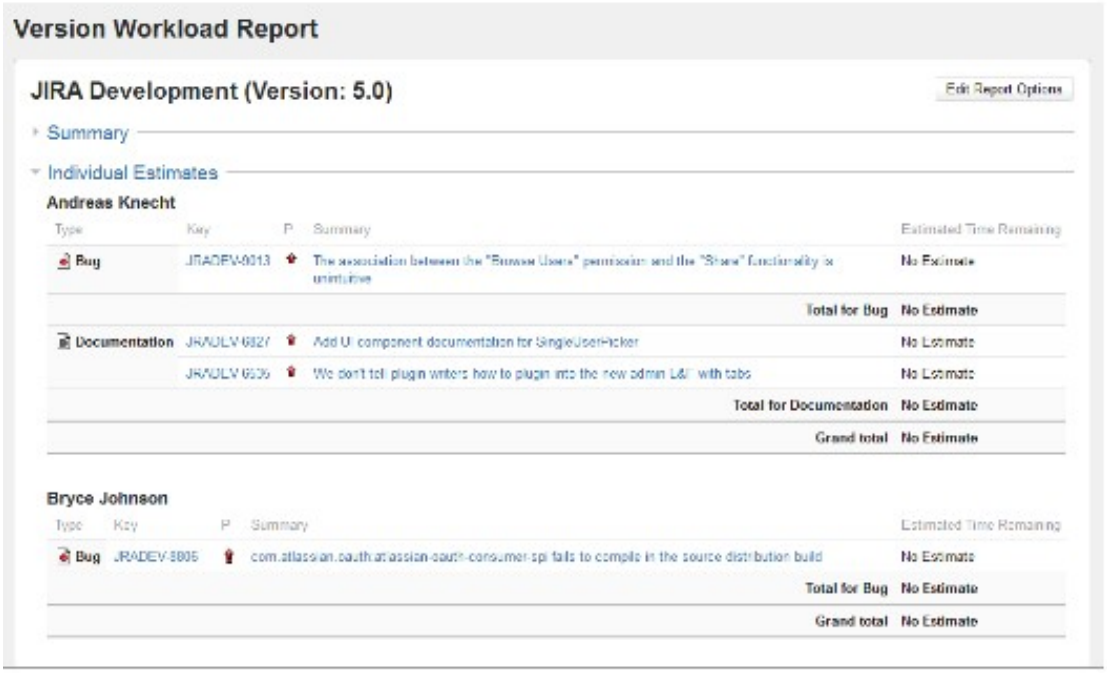
Generating Reports

Version Workload Report

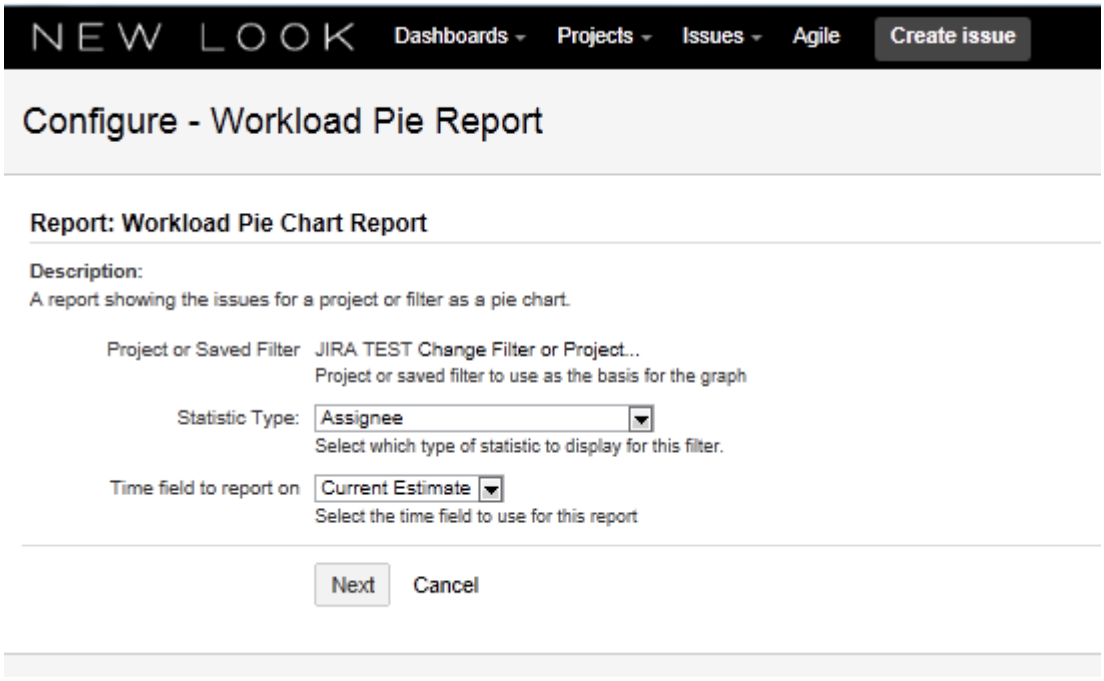


- In the **Version** drop-down list, select the version on which you wish to report. The report will include all issues that belong to this version, that is, all issues whose **Fix Version** is this version.
- In the **Display unestimated issues** drop-down list, choose which issues will be included in the report:
    - Select **Yes** to show all unresolved issues, regardless of the value of their **Estimated Time Remaining** or **Original Estimate** fields.
    - Select **No** to exclude issues which are not time-tracked (i.e. do not have an Original Estimate specified).
- In the **Sub-task Inclusion** drop-down list (note, this will only appear if sub-tasksare enabled), choose which sub-tasks will be included in the report, for all parent issues that belong to this version:
    - Select **Only include sub-tasks with the selected version** to only include an issue's sub-tasks if the sub-tasks belong to the same version as the issue; or
    - Select **Also include sub-tasks without a version set** to include an issue's sub-tasks if the sub-tasks belong to either the same version as the issue or to no version; or
    - Select **Include all sub-tasks** to include all of an issue's sub-tasks, regardless of whether the sub-tasks belong to the same version, some other version or no version.

Generating Reports


Version Workload Report
JIRA Development (Version: 5.0)
Edit Report Options
Summary
Individual Estimates
Andreas Knecht
Type Key P Summary Estimated Time Remaining
Bug JRADEV-9013 The association between the "Browse Users" permission and the "Share" functionality is unintuitive No Estimate
Total for Bug No Estimate
Documentation JRADEV-9827 Add UI component documentation for SingleUserPicker No Estimate
JRADEV-9826 We don't tell plugin writers how to plugin into the new admin L&F with tabs No Estimate
Total for Documentation No Estimate
Grand total No Estimate
Bryce Johnson
Type Key P Summary Estimated Time Remaining
Bug JRADEV-9805 com.atlassian.oauth.atlassian-oauth-consumer-spi fails to compile in the source distribution build No Estimate
Total for Bug No Estimate
Grand total No Estimate

Workload Pie Chart Report


NEW LOOK
Dashboards
Projects
Issues
Agile
Create issue
Configure - Workload Pie Report
Report: Workload Pie Chart Report
Description:
A report showing the issues for a project or filter as a pie chart.
Project or Saved Filter
JIRA TEST Change Filter or Project...
Project or saved filter to use as the basis for the graph
Statistic Type:
Assignee
Select which type of statistic to display for this filter.
Time field to report on
Current Estimate
Select the time field to use for this report
Next
Cancel

- Choose the project or issue filter for which you wish to generate a Workload Pie Chart report.
- In the **Statistic** drop-down list, select the field on which the pie chart will be based (this will usually be Assignee).
- Click **Next** to generate the report (see screenshot in previous section above).

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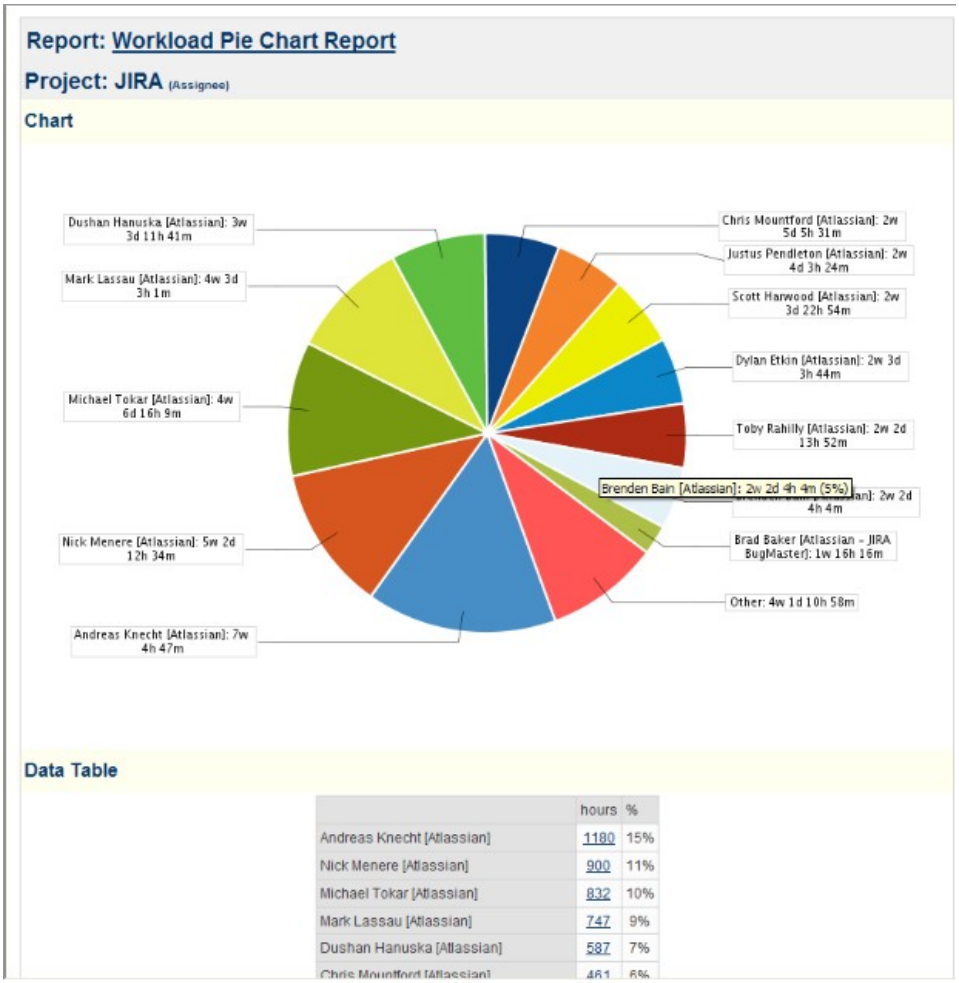
Report: Workload Pie Chart Report
Project: JIRA (Assignee)
Chart
Dushan Hanuska [Atlassian]: 3w 3d 11h 41m
Chris Mountford [Atlassian]: 2w 5d 5h 31m
Justus Pendleton [Atlassian]: 2w 4d 3h 24m
Mark Lassau [Atlassian]: 4w 3d 3h 1m
Scott Harwood [Atlassian]: 2w 3d 22h 54m
Dylan Etkin [Atlassian]: 2w 3d 3h 44m
Michael Tokar [Atlassian]: 4w 6d 16h 9m
Toby Rahilly [Atlassian]: 2w 2d 13h 52m
Brenden Bain [Atlassian]: 2w 2d 4h 4m (5%)
Brad Baker [Atlassian - JIRA BugMaster]: 1w 16h 16m
Nick Menere [Atlassian]: 5w 2d 12h 34m
Other: 4w 1d 10h 58m
Andreas Knecht [Atlassian]: 7w 4h 47m
Data Table
hours %
Andreas Knecht [Atlassian] 1180 15%
Nick Menere [Atlassian] 900 11%
Michael Tokar [Atlassian] 832 10%
Mark Lassau [Atlassian] 747 9%
Dushan Hanuska [Atlassian] 587 7%

Printing Your Reports

If you use Internet Explorer, you will need to configure your browser to be able to print pages with charts correctly:

- Select '**Internet Options**' from the '**Tools**' menu:

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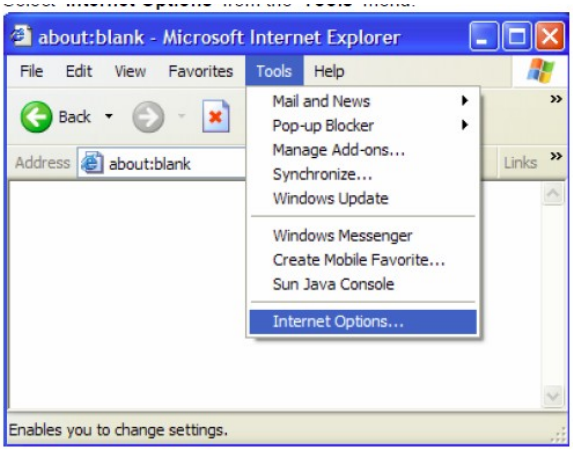
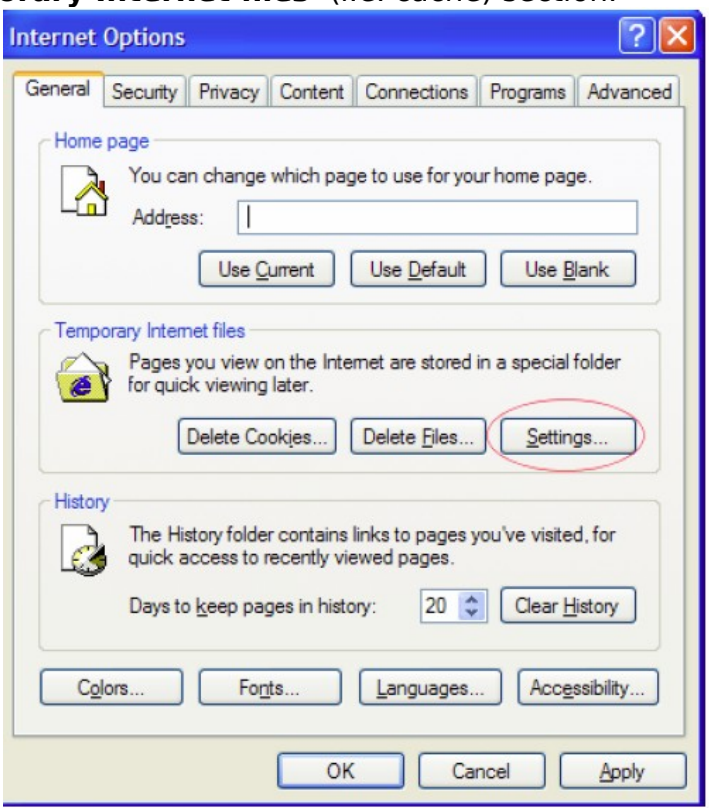


- The '**Internet Options**' window will display. Click the '**Settings**' button in the '**Temporary Internet files**' (i.e. cache) section:


Internet Options
General Security Privacy Content Connections Programs Advanced
Home page
You can change which page to use for your home page.
Address:
Use Current Use Default Use Blank
Temporary Internet files
Pages you view on the Internet are stored in a special folder for quick viewing later.
Delete Cookies... Delete Files... Settings...
History
The History folder contains links to pages you've visited, for quick access to recently viewed pages.
Days to keep pages in history: 20 Clear History
Colors... Fonts... Languages... Accessibility...
OK Cancel Apply

- The '**Settings**' window will display. Ensure that you have do not have the '**Every visit to the page**' (i.e.no caching) option selected. If so, select the '**Automatically**' option instead.

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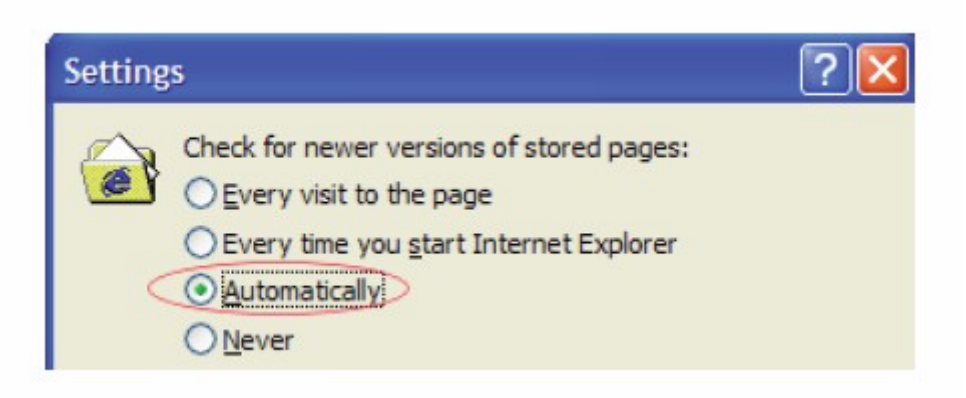
NEW LOOK

03042014



Generating Reports